

# M. C. Perry High School



Welcome to Matthew C. Perry High School. The faculty and staff at our school are dedicated to providing students a first rate education in a safe and secure learning environment, where an atmosphere of mutual respect and cooperation is present among faculty, staff, students, and parents.

The staff and faculty will help you learn and assist you in pursuing your educational and extracurricular goals. Education is a community effort and we welcome parents as partners in the educational process. But the primary responsibility for obtaining an education rests with the student. This Student-Parent Handbook will help students, and their parents, understand the policies and procedures of M. C. Perry High School. As a student in our school, you must give your best effort in academics and extracurricular activities, and you must involve yourself in the life of the school community as a good student and respect the rights of other students to obtain an education.

We anticipate an enjoyable and productive school year and look forward to the opportunity to work with students and parents.



Morgan Nugent  
Principal



Dr. Robert Funk  
Assistant Principal

---

## School History

Matthew C. Perry High School is named in honor of Commodore Matthew Calbraith Perry, United States Navy. As a representative of President Millard Fillmore, Commodore Perry established diplomatic and trade relations between the United States and Japan in 1853.

In September 1955, the United States Army established the American Dependents School, and the school operated under this name until 1957 when the U. S. Navy established a Naval Air Station and officially renamed the school Matthew C. Perry School. In 1958, the air station reverted to the U. S. Marine Corps. The school retained its name under the new command and comprised a correspondence high school with one teacher and four elementary school teachers. In 1977, the school was separated into a high school and an elementary school, with separate faculty and principals for each school. In 1984, the two schools were once again combined into a single unit school under the supervision of a principal and assistant principal. By 1987, the schools were separated once again, with approximately 750 students now presently enrolled between the two schools.

Matthew C. Perry High School comprises grades 7 through 12 with approximately 230 students and a faculty and staff of thirty educators. The school provides a general education curriculum much like any public high school in the United States, with college preparatory courses, various electives, and a professional technical studies program for students who wish to become involved in an actual work environment during the school day.

Matthew C. Perry High School has been fully accredited since 1969 by the North Central Association of Colleges and Schools (NCA), and the school was most recently accredited by a visiting team in 2008.



### School Directory

Morgan Nugent	Principal	253-5449
Robert Funk	Assistant Principal	253-4505
Guidance Counselor	253-4958	
School Secretary	253-4503	
School Registrar	253-5449	
Supply Technician	253-4514	
School Nurse	N/A	
Librarian	253-5524	
Language Arts/AVID	253-3687	
JROTC	253-3337	
Spanish	253-3827	
Math	253-4976	
ESL/Culture	253-4981	
Educational Tech	253-6145	
HS CTE	253-5438	
Social Studies	253-6452	
Math	253-3534	
Math	253-4974	
Science	253-4975	
Language Art	253-6274	
Science	253-4967	
Science/Math	253-3675	
Social Studies	253-3218	
Japanese	253-3657	
Language Arts/Drama	253-5033	
Physical Education	253-3482	
Science	253-3491	
Art	253-6830	
Language Arts/AVID	253-3352	
Yearbook/Graphics	253-4899	
Social Studies	253-3501	
Language Arts/ESL	253-3289	
Math	253-4995	
Music	253-6940	
Social Studies	253-5089	
Special Ed	253-4998	

**School Address:**

M. C. Perry High School  
PSC 561 Box 1874  
FPO AP 96310-1874

**School Phone Numbers:**

From U. S.: 011-81-6117-53-5449  
From Off-base: 0827-79-5449  
FAX from U. S.: 011-81-6117-53-4600  
From Off-base: 0827-79-4600  
From Base: 253-4600

## **M. C. Perry High School Mission Statement**

M. C. Perry High School promotes a learning community where students pursue excellence through initiative and integrity.

Excellence: Students strive for their highest achievement in every pursuit.

Initiative: Students are self-motivated in pursuit of highest achievement.

Integrity: Students gain high achievement through honesty, respect, and responsibility to themselves and others.

### **School Improvement Student Performance Goal 1**

All students will improve reading comprehension across the curriculum.

Essence of Goal 1: Reading comprehension is the ability to identify, understand, interpret, and then communicate from written material

- Apply a variety of strategies to improve reading comprehension, analysis, and critical thinking.
- Develop an expanded reading vocabulary to improve reading.

### **School Improvement Student Performance Goal 2**

All students will improve problem-solving skills across the curriculum.

Essence of Goal 2: Problem solving skills are conscious strategies useful for answering questions that require higher-order thinking across the curriculum.

- Learn problem-solving strategies.
- Choose appropriate strategies for a given problem.

**The North Central Association of Colleges and Secondary Schools (NCA) is the accrediting agency for M. C. Perry High School.**

## **MATTHEW C. PERRY HIGH SCHOOL HONOR CODE**

M. C. Perry High School students are persons of integrity.

We stand for that which is right.

We commit ourselves to uphold the ideals of honor and loyalty  
by refusing to betray the trust bestowed on us by our parents, friends and teachers.

We tell the truth and ensure that the full truth is known.

We do not lie, deceive, or evade the truth.

We embrace fairness in all our actions.

We ensure that work submitted as our own is our own.

We do not cheat or plagiarize.

We respect the property of others.

We do not steal.

**THE HONOR CODE DESCRIBES THE STANDARD OF ETHICAL BEHAVIOR  
THAT ALL STUDENTS SHOULD CHOOSE TO LIVE BY.  
IT PROVIDES A FOUNDATION FOR A WAY OF LIFE  
AND FOR THE DEVELOPMENT OF SELF-RESPECT  
AND GOOD CHARACTER.**

**IT IS THE RESPONSIBILITY OF EVERY STUDENT  
TO UPHOLD THE HONOR CODE AND  
THE GOOD NAME OF M. C. PERRY HIGH SCHOOL.**

## 2011-2012 School Calendar

<b><u>FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)</u></b>	
<b><u>2011</u></b>	
Monday, August 29	Begin First Quarter and First Semester
Monday, September 5	Labor Day - Federal Holiday
Monday, October 10	Columbus Day - Federal Holiday
Thursday, November 3	End of First Quarter
Friday, November 4	No school for students - teacher work day
Monday November 7	Begin second quarter
Friday, November 11	Veterans' Day- Federal Holiday
Thursday, November 25	Thanksgiving - Federal Holiday
Friday, November 25	Friday - Recess Day
Monday, December 19	Begin Winter Recess
Friday, December 25	Christmas - Federal Holiday
Monday, January 2	New Year's Day - Federal Holiday
<b><u>2012</u></b>	
Tuesday, January 3	Instruction Resumes
Monday, January 16	M. L. King Day - Federal Holiday
Thursday, January 26	End of Second Quarter & 1 <sup>st</sup> Semester
Friday, January 27	No school for students - teacher work day
<b><u>SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)</u></b>	
Monday, January 30	Begin Third Quarter & Second Semester
Monday, February 20	Presidents' Day - Federal Holiday
Thursday, April 5	End of Third Quarter
Friday, April 6	No school for students - teacher work day
Monday, April 9	Begin Spring Recess
Monday, April 16	Begin Fourth Quarter
Monday, May 28	Memorial Day - Federal Holiday
Thursday, June 14	End of Fourth Quarter & 2 <sup>nd</sup> Semester
Friday, June 15	No school for students - teacher work day

# **PARENTAL INVOLVEMENT**

## **General**

The most significant predictor of a student's success in school and preparation for a life of success and happiness is parental involvement. Parents who are actively engaged in the educational process are partners with teachers in ensuring that their child is receiving a good education. The administration and faculty of M. C. Perry High School encourage parents to become involved in the life of the school through attending all parent-teacher conferences, supervising homework assignments and study time, visiting classrooms, or volunteering for any number of school-parent organizations.

## **School Advisory Committee**

The M. C. Perry School Advisory Committee (SAC) meets regularly to advise the administration on matters of school policy and procedures, to include curriculum, staffing, budget, and fiscal matters. Two elected parents, three elected faculty members, and two middle school students and two high school students selected by the faculty and administration serve for a term of two years. Meetings are open to any interested students, parents, or faculty. Meetings are scheduled on the third Thursday of every month and publicized through the Weekly Bulletin, Samurai Chanel 19, and emails to all parents.

SAC is not a forum for parents to address personal issues that are more appropriately addressed through conferences with school administrators and teachers. Issues or areas of parental concern are often elevated for information/action to the Installation Advisory Committee (IAC), chaired by the Commanding Officer of the Air Station, and, if necessary, to the Japan District Advisory Committee (JDAC), chaired by the Commander, American Forces Japan.

## **School Improvement Leadership Team**

The School Improvement Leadership Team is responsible for planning, organizing, and supervising Continuous School Improvement (CSI). While primarily a faculty organization, parents are needed to serve on committees to provide extremely valuable parental and community perspective on school improvement requirements. CSI is the mechanism through which M. C. Perry High School is accredited, and parental involvement in the CSI process is important in demonstrating community support for school improvement.

## **Parent-Teacher Relationships**

Parents are partners with educators and serve as an integral component of the educational process; these partnerships provide invaluable benefits to our school and our students. Educators value parental participation in the education of children and wish to have gratifying and mutually beneficial relationships and interactions. Occasionally there are

parent-teacher interactions that leave both parties feeling frustrated and lead to strained relationships. If a parent or teacher is no longer having constructive communications and relationships are beginning to fray, please contact the administration so that efforts may be made to restore communications and positive relationships.

### **Parent Visitation**

Parents are welcomed and encouraged to visit classes. Much insight can be gained through classroom visits, both as to how classes operate and how a student relates to the teacher and other students in the classroom. Please contact teachers to make an appointment for classroom visitations. Parents desiring to visit a classroom must sign in at the Main Office and receive a Visitor's Badge prior to going to the classroom.

## **ACADEMICS**

### **Academic Philosophy**

The faculty and staff of M. C. Perry High School are dedicated to providing students an education that develops inquiring and informed minds and thoughtful hearts. Our school's standards and expectations must reflect the best of our community and nation. Since schooling is so dependent on the human dispositions, personalities, and energies of the entire school community, a feeling of hope and confidence must pervade our school if our students are to believe in themselves enough to challenge and push themselves to excel in academics and to mature into successful and happy individuals and productive and engaged citizens. To that end, education of the intellect is obvious, but education in character is inescapable.

As part of the school community, faculty, staff, students, and parents must involve themselves in the life of the school and its central focus on academic performance and achievement. Serious learning is hard work, requiring involvement and intensity by asking students to absorb often unfamiliar and challenging ideas and knowledge and then to use those ideas and knowledge in thoughtful and effective ways. Learning to use one's mind always involves making decisions of conduct and belief; therefore, our school should not just teach pure thinking, but we must also promote thoughtfulness and decency. How one uses one's mind, and how one accordingly behaves raises questions about character- is this action fair? Is it thoughtful? Is it generous? Is it decent?

Many underestimate the ability, decency, and trustworthiness of adolescents, but students can and should be given more responsibility for their education and accountability for their actions. Knowledge leads to power that many students can subsequently use to decent and constructive ends. Inspiration, rigor, and a hunger to learn are the qualities that drive good schools and make an education useful to its students. Our goal is to produce self-propelled learners by insisting that students habitually learn on their own.

The academic philosophy M. C. Perry High School defines five imperatives for our school that will serve our students and modern conditions:

- Give room to students to learn in their own appropriate ways.
- Insist that students clearly exhibit mastery of their academic subject knowledge.
- Provide students incentives for learning.
- Focus the students on the use of their minds and the development of their character.
- Keep the school structure simple and flexible.

Our school must be a safe, trusting, and inviting place for students and faculty that models what it hopes for its students. Our faculty and staff welcome the full and active participation of parents in their children’s education. We will listen to the voices of our community who want the best for all children, and we will respond to the legitimate voices calling for rigor and improvement.

### **Graduation Requirements**

A minimum of twenty six units of credit is required for graduation from M. C. Perry High School. Twenty of the twenty six units are in required subjects and are earned in core courses, and the remaining six units are earned in elective courses. A 2.0 Cumulative Grade Point Average (GPA) is required for graduation.

### **DoDEA Graduation Requirements**

<b>Required Courses</b>	<b>Carnegie Units</b>
<b>Language Arts 9,10,11,12</b> (ESL may substitute for two years of language arts).	<b>4</b>
<b>Social Studies</b> (1 credit of U. S. History; 1 credit of either World Regions or World History; and ½ credit in Government required).	<b>3</b>
<b>Mathematics</b> (Algebra 1 and Geometry are required. The third mathematics credit must have a course code of 400 or above; lab courses may not be used to satisfy graduation requirements).	<b>3</b>
<b>Science</b> (Biology is required and either Chemistry or Physics is required. Physics Application in the Community and Chemistry Applications in the Community satisfy graduation requirements).	<b>3</b>
<b>Foreign Language</b> (A total of 2 credits in the same foreign language is required).	<b>2</b>
<b>Professional Technical Studies</b> (one computer technology class for ½ credit must be completed).	<b>2</b>
<b>Physical Education</b>	<b>1 ½</b>
<b>Fine Arts</b> (courses used to satisfy this requirement must relate to: visual arts, theater, music, dance, and/or humanities).	<b>1</b>
<b>Health Education</b>	<b>½</b>
<b>Required Course Units</b>	<b>20</b>

<b>Electives Units</b>	<b>6</b>
<b>TOTAL CREDITS</b>	<b>26</b>

### **Carnegie Units of Credit**

Carnegie Units of Credit are computed and awarded on a semester basis. One unit of credit signifies the successful completion of study in a subject area for two eighteen week semesters. One-half unit of credit signifies the successful completion of study in a subject area for one eighteen week semester. Students who receive a failing grade for the first or second semester of a two-semester course shall receive credit for that semester of the course for which a passing grade was achieved. In unusual circumstances as determined by the Principal, students who failed the first semester but received a passing grade for the second semester may receive a full unit of credit if mastery can be demonstrated. If a course is repeated, credit will be given only once, and the official transcript grade will be the grade for the most recently completed course.

### **Graduation Diploma**

Students who successfully qualify for high school graduation will receive a DoDEA High School Diploma; special circumstances include:

- Students must be enrolled at M. C. Perry High School and complete two full courses during their senior year.
- Students with disabilities qualify for a DoDEA diploma as specified in their Individualized Education Program (IEP).
- Students enrolling at M. C. Perry High School during their senior year may receive a DoDEA diploma by meeting the requirements of their previous high school if, through no fault of their own, they cannot meet DoDEA graduation requirements.
- Students who complete their junior year at M. C. Perry High School and then transfer to another school may be awarded a DoDEA diploma by meeting DoDEA graduation requirements if, through no fault of their own, they cannot meet the graduation requirements of their new school.
- Waivers to graduation requirements may be granted by the Principal if such action is considered to be in the best interests of the student.

### **Opportunity Hall**

Students who fail to maintain a 2.0 GPA and place themselves at risk of not graduating will be assigned to mandatory study hall during lunch and after school. Grades will be checked each Wednesday and students notified as to their assignment to study hall. A parent may sign a waiver removing a student from afternoon study hall, acknowledging the adverse academic consequences that may occur.

Opportunity Hall is not intended to be punitive; it is merely an additional tool meant to improve student responsibility and accountability by providing a structured time and environment for academic work to be accomplished.

## **Graduation with Honors**

A Diploma with Honors shall be awarded to any student who fulfills the following requirements:

- Earn passing course grades and take the requisite examinations in a minimum of four Advanced Placement courses.
- Obtain a cumulative grade point average of 3.8 or higher based on the grades attained at the end of the second semester of the graduating year.

## **Early Graduation**

Students are expected to complete an eight-semester secondary school curriculum for graduation. Students may, however, graduate early if they complete twenty-six units of credit before their class graduation date and if they have clearly demonstrated scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health or other mitigating circumstances would be served. Students desiring to graduate at the end of the first semester of their senior year must submit a request in writing prior to senior year course selection; approval may be granted by the Principal after meeting with the student, parents, and Guidance Counselor.

## **Course Load**

All students should take full advantage of as many educational opportunities as are available at M. C. Perry High School. All students, to include seniors, must enroll in eight courses each year and have a full schedule (seven academic courses and one seminar). Students who plan on attending college must recognize that the accrual of additional credits will provide them with distinct advantages in terms of college admissions and academic preparation for undergraduate study. Students who have met the mathematics graduation requirements prior to their senior year are nevertheless encouraged to enroll in a mathematics class their senior year.

## **Distance Learning Courses**

Distance Learning (DL) courses may be substituted for courses that are not available at M. C. Perry High School or to pursue special academic interests for additional credits. A maximum of four distance learning credits may be earned to satisfy graduation requirements, and under special circumstances for those with exceptional needs, more may be accepted. Students enrolled in distance learning courses will meet in the DL classroom for that entire class period.

## **Transfer Courses**

M. C. Perry High School will accept courses and their grades as indicated on official transcripts from students who transfer from accredited public or private schools or home-school programs. Courses interrupted by transfer may be continued to completion. The Principal may exercise judgment in scheduling a transfer student into a course by

considering any loss of time and its negative effects on the student's chances for successful completion.

Students who transfer from stateside schools that award weighted grades for honors courses will have their GPA recalculated since DoDDS does not give weighted grades for honors classes. DoDDS will not change any letter grade on a student's transcript from a stateside school. Advanced Placement (AP) and second year higher-level International Baccalaureate (IB) courses retain their weighted grade when computed for GPA.

### **Credit by Examination**

Credit earned through examinations may be used to satisfy graduation requirements if approved by the Principal. Course credit earned through examination will not be used in computing cumulative grade point average- a grade of "P" will be given.

### **Course Add/Drop**

Any student wishing to drop a course and add another course must request permission from the Guidance Counselor, and the request must be submitted before the end of the second week of the semester. The counselor will confer with the student, parents, and teachers before a change is approved. Class size, availability of class materials, and student preparedness will be considered before any request is approved.

### **High School Credit for 7<sup>th</sup> and 8<sup>th</sup> Grades**

Students in grades seven and eight may enroll in high school mathematics and foreign language courses and will earn the Carnegie units of credit for successful course completion. Credits earned by 7<sup>th</sup> or 8<sup>th</sup> graders fulfill DoDDS high school graduation requirements but are not factored into the high school cumulative grade point average or class ranking; credits earned by 7<sup>th</sup> or 8<sup>th</sup> graders in DoDDS high schools may not be accepted in stateside school districts with different graduation requirement policies.

### **Grades**

Grades are determined in accordance with each course syllabus for weighting class participation, homework, quizzes, projects, and examinations.

<b>Letter Grade</b>	<b>Numerical %</b>	<b>Explanation</b>	<b>Grade Points</b>	<b>AP &amp; Honors</b>
A+	97-100	Excellent	4.0	5.0
A	93-96	Excellent	4.0	5.0
A-	90-92	Excellent	4.0	5.0
B+	87-89	Good	3.0	4.0
B	83-86	Good	3.0	4.0
B-	80-82	Good	3.0	4.0
C+	77-79	Average	2.0	3.0
C	73-76	Average	2.0	3.0
C-	70-72	Average	2.0	3.0

D+	67-69	Poor	1.0	2.0
D	63-66	Poor	1.0	2.0
D-	60-62	Poor	1.0	2.0
F	0-59	Failing	0.0	
P		Passing		
I		Incomplete		
W		Withdraw Pass		
X		Withdraw Fail		

An incomplete grade indicates that all course requirements have not been completed. It is the student's responsibility to initiate action with the teacher to complete all course requirements and remove the incomplete grade. The deadline is established by the teacher, but at no time will the extension exceed the next nine-week quarter. A grade of incomplete cannot be given for the last quarter of the academic year. Any student who transfers to M. C. Perry High School must be in attendance for a minimum of four weeks to receive grades. Grades given at the time of transfer from the previous school will be accepted as the grade for that grading period if the four-week minimum attendance requirement cannot be met.

### **Semester Examinations**

Semester examinations are required for each academic course in grades nine through twelve, except for Professional Technical Studies Cooperative Work Experience courses, and optional for grades seven and eight unless enrolled in a high school mathematics or foreign language course. Exams last at least eighty minutes and count for 20% of the semester grade. Examination schedules are established by the District Office and provided to students as soon as they are published.

### **Report Cards**

Computerized report cards are mailed to parents at the end of every nine-week quarter. When parent-teacher conferences are scheduled, report cards will also be available at the school at that time.

### **GradeSpeed**

Parents and students can access grades on a daily basis through GradeSpeed. Access can be obtained by parents and students by establishing an account in GradeSpeed. (<https://dodea.gradespeed.net/pc/Default.aspx>).

### **Grade Promotion and Classification**

Students must pass at least six subjects to be promoted to the next grade, four of which must be in the curricular areas of language arts, science, social studies, and math. Consideration of student retention will be addressed individually with the parents,

teachers, counselor, and Principal. Class standing and promotion to the next grade level requires the following criteria be met:

<b>Grade</b>	<b>Classification</b>	<b>Criteria</b>
7	Middle School	Completion of 6 <sup>th</sup> Grade
8	Middle School	Completion of 7 <sup>th</sup> Grade
9	Freshman	Completion of 8 <sup>th</sup> Grade
10	Sophomore	Completion of at least 6 Carnegie Units
11	Junior	Completion of at least 12 Carnegie Units
12	Senior	Completion of at least 18 Carnegie Units and can complete graduation requirements by the end of the school year.

### **Honor Roll**

Students who excel in academics and earn a grade point average of 3.50 or better are recognized by inclusion on the Samurai Scholar's Honor Roll. The Samurai Scholar's Summa Award requires a grade point average equal to or greater than 3.70. The Samurai Scholar' Magna Award requires a GPA equal to or greater from 3.50 and less than 3.70. Any grade of "F" or "D" for the quarter disqualifies a student for the Honor Roll.

### **Academic Lettering Policy**

Students who excel in academics deserve special recognition for the effort and dedication that is required to maintain an exceptionally high grade point average throughout the academic year. Students who meet the following criteria will be awarded an academic letter:

- The award is based on the average of all four quarters during the school year.
- The average GPA must be equal to or greater than 3.7.
- The GPA for any one of the three quarters used to determine the award cannot be less than 3.5.
- A student must be enrolled in at least four classes each quarter during the period being considered for the award.

### **National Honor Society**

Membership in the National Honor Society and the National Junior Honor Society recognizes students for academic excellence and is an honor and responsibility. A faculty committee selects student for membership based on scholarship, character, leadership, and service. Those selected have a responsibility to continue to demonstrate these qualities while a member. To be eligible for membership in the National Junior Honor Society, a student must be in the seventh, eighth, or ninth grade; to be eligible for membership in the National Honor Society, a student must be in the tenth, eleventh, or twelfth grade. Candidates for membership must have a cumulative grade point average of 3.5 or better and must have been enrolled at M. C. Perry High School for at least one

semester. Candidates meeting those criteria are evaluated and selected by a majority vote of the faculty committee.

### **Student Transfer/Withdrawal**

Students who are transferring and withdrawing from school must bring a copy of the parent's orders and complete a Request for Transfer/Withdrawal at least five working days prior to the student's last day of attendance. Students may be withdrawn from school three days before departure.

### **Accelerated Course Credit**

Students may receive semester credit twenty days prior to the end of either semester if a parent receives permanent change of station orders. A Request for Transfer/Withdrawal of Student must be completed no later than one month prior to the date of withdrawal in order for teachers to be notified. In order for the student to receive credit for the semester, all required course work and final examinations must be completed. DoDEA regulations stipulate that accelerated course credit applies only to students under permanent change of station orders and not for personal reasons such as vacations or family trips.

### **Attendance**

Attendance at school is a significant predictor of learning and academic success. Excused absences are those resulting from illness, medical/dental appointments, athletic or extracurricular activities, or family emergencies. Absences that do not fit into one of these categories or seem inconsistent with educational goals will be considered unexcused. Parents are asked to assist the school in enforcing its attendance policy by not excusing children for inappropriate reasons.

Unexcused absences fit several categories. The first are brief absences resulting from late arrival to any class during the school day. This type of absence is considered a "tardy." Students are considered tardy even when:

- Missing a bus, or a ride, or arriving late due to the fault of the sponsor.
- Being delayed by MPs at any gate upon arriving at MCAS.
- Returning from lunch late because of slow service at any on base food establishment.

Students are allowed two unexcused tardies per academic quarter before disciplinary consequences occur.

The second and more serious unexcused absence is missing a day or days of school, or a failure to come to school on time or improperly leave the school without being signed out by a parent. The following examples are considered unexcused absences:

- Modeling, commercial movie making, or personal money making ventures.
- Seeing friends or relatives off at the air terminal.
- Family trips not coordinated with the school.

- Babysitting
- Oversleeping.

When a student is absent for a full school day or a partial school day, parents must provide a note to the school registrar excusing the absence; notes for medical and dental appointments must be accompanied by the medical/appointment slip issued by the Branch Clinic. This note is mandatory, and if not brought to school on the day following an absence, the student will be removed from class and wait in the office until the parent provides a note explaining the absence. If an absence is unexcused by a parental note, students will face disciplinary action for truancy and will not be allowed to make up missed work. The note for absences must include the following information:

- Student name
- Date and time of absence.
- Reason for absence.
- Parent/guardian signature.
- Parent/guardian phone number.

Students are responsible for bringing a note to the School Registrar following an absence. If a note is not brought the following consequences will occur:

<b>No Excusal Note Brought to School</b>	
Number	Consequence
2	60-minute detention
3	120-minute detention
4	Saturday School
5+	1 day suspension for each tardy

The School Registrar maintains a record of absences in the Main Office. Parents may call the office to obtain an attendance/tardy report on their child. Parents will be notified when there is a concern about the number of absences a student has accumulated. Excessive unexcused absences will be reported to the Station Inspector and Family Advocacy as evidence of child neglect. The Station Provost Marshall's Office may also be contacted if excessive truancy becomes an issue with a student. Parents must promptly report any changes of address, phone numbers, email addresses, as well as changes regarding any individual listed as an emergency contact. When students are absent, the registrar will call parents as soon as possible to verify that the absence is excused.

### **Homework**

The development of independent study skills is an integral part of the educational process; therefore, homework is a necessary adjunct to high school. Homework assignments reinforce and extend classroom instruction by increasing understanding and retention, preparing students for class activities and discussions, and providing

curriculum enrichment opportunities. Homework is a planned component of every teacher's instructional objectives and methods and the following guidelines are provided for a better understanding of its significance:

- Homework policy is established by each teacher in the course syllabus that is provided to every student at the beginning of each semester.
- Homework will vary according to the complexity and difficulty of the course.
- Teachers will provide in the course syllabus clear and concise directions for the completion of homework assignments and an explanation of how much homework assignments will count as part of the final grade for the course.

M. C. Perry High School offers an after-school Homework Club four afternoons each week to assist students in the completion of their homework assignments.

### **Make-up/Incomplete Work**

If a student misses school and the absence is excused, it is the student's responsibility to complete all missed assignments, quizzes, or examinations within the time prescribed in the course syllabus (one day for each day absence).

### **Seminar**

Seminar is a scheduled class with many purposes: to engage in Sustained Silent Reading (SSR); to work on homework or school tasks with teacher assistance or in small student groups; to study for quizzes or examinations; and to complete missed assignments, quizzes, or examinations. Seminar is also a time for the school to schedule assemblies and other activities that are necessary in order not to take instructional time away from academic classes. Although assemblies and other activities are scheduled at the beginning of the year, seminar can be suddenly changed on short notice for unexpected but necessary events; therefore, students should plan ahead and be prepared for changes if they occur.

The following rules apply to Seminar:

- No sleeping or socializing--this is not a *free period*.
- Come prepared with work and materials for 85 minutes of seminar.
- Bring a book to read during SSR. Students may not do homework or read school textbooks during SSR.
- No departure from seminar without the student planner and seminar pass from a teacher.
- Seminar card in the student planner must be completed for each visit and teacher must initial times.
- No more than 2 destinations during the seminar period allowed.
- Students are allowed up to 5 minutes passing time.
- All students must return to seminar within 5 minutes of the end of seminar period.
- Loitering or talking in the halls is not allowed while moving between classrooms.

Seminar teachers may deny students the right to leave seminar if they consistently disregard seminar rules or abuse seminar privileges. Repeat offenders of seminar rules will face disciplinary consequences.

## **Audio/Visual Policy**

All videos shown in class will be related directly to the curriculum and previewed by the teacher.

- Only videos with a “G” rating can be shown without obtaining written parental permission prior to showing it to students in class.
- Videos with a “PG” or “PG-13” rating will not be shown in class without parent notification. A negative response notice is required.
- No videos with an “R “ rating will be shown
- Non-rated or classic videos may be shown, but written notification must be given if the material could be considered controversial or offensive to others.
- School administrators must be notified of all copyrighted videos shown in classes.

An alternative activity for credit must be provided for students who received a negative response to viewing the video. This is, of course, only if viewing the video in some way affects student grades. If there is no graded activity in conjunction with the video, there is no need for a teacher to provide an activity (in lieu of the viewing), which would yield the student a grade.

## **SCHOOL SUPPLIES**

Parents are expected to provide the following for their children *as needed*:

Pens and pencils	Book bag or backpack	Notebook/3-ring binder
Rubber eraser	Spiral notebook	Paints (watercolor)
Colored pencils	Plastic supply box	Colored markers
Glue (sticks/bottled)	Notebook dividers	Tissue (1 box maximum)
Pocket folders	Bound composition book	Planners
Highlighters	Gym shoes/Gym uniform	Paper- loose leaf
Crayons	Clipboards	Scissors
Compass	Rulers	Protractor

## **STUDENT RESPONSIBILITIES**

### **General**

Students at M. C. Perry High School are entitled to an education in a safe and secure environment where all students have a fair and equal opportunity to learn. In return, students are responsible for conducting themselves in a manner that does not infringe on the educational rights of other students by disrupting their educational opportunities or disturbing the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in the classroom and extracurricular activities, properly caring for textbooks and other school equipment, and conforming to school policies and rules.

Students are also responsible for acting in accordance with school policies, installation regulations, and host nation laws at all school sponsored off-campus events.

## **Co-existence with M. C. Perry Elementary School**

M. C. Perry High School shares a complex with the elementary school, utilizing many of the same buildings as the elementary school students. High school students must realize that they are viewed as role models in all they say and do when around elementary school students. Students are not allowed to congregate before school or during lunch in any areas where elementary school classes are being held, nor may high school students use the elementary school playground or basketball courts during lunch. If students are in the hallways at the same time as elementary school students, high school students are expected to be respectful and yield to the elementary students.

## **Anti-discrimination**

M. C. Perry High School will extend to all students equal opportunities to participate in educational and extracurricular activities regardless of race, religion, gender, national origin, disability, or intellectual ability. Students, faculty, and staff have a responsibility to foster mutual respect and courteous behavior in their interactions with each other.

## **Sexual Harassment**

Students are responsible for behaving in a respectful manner with members of the opposite sex. Any student who believes that he or she has been sexually harassed should immediately report the facts of the incident to the principal, assistant principal, counselor, or any other faculty or staff member of the school.

Sexual harassment can take many forms to include verbal, physical, visual, or psychological. Students must report any harassment that is intended to exchange sexual conduct for academic considerations to include:

- Submission to conduct is explicitly or implicitly made a term or condition of a student's academic progress or status.
- Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct by an individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available through the school.

Students must avoid certain specific behaviors that create a hostile educational environment through sexual harassment. These behaviors include:

- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, or derogatory or degrading sexual comments.

- Graphic verbal comments about an individual's body or overly personal conversations.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking an individual's normal movements.
- Displaying sexually suggestive objects.

Students must understand that sexual harassment is a matter of perception. What a student may intend is often not perceived the same way by the other student as the recipient, so the safest course is to always treat members of the opposite sex with the utmost respect. Sexual harassment in any form will not be tolerated at M. C. Perry High School.

### **Freedom of Speech/Expression**

The principal may restrict the rights of students to free speech or expression or the formation of school sponsored clubs when necessary to ensure that they do not disrupt the learning environment by interfering with the orderly conduct of classes, school operations, or school activities. Students are responsible for the content and delivery of their speech and expression and for ensuring that their speech or expression avoids libel, slander, obscenity, profanity, and known falsehoods, or interferes with the freedom of others' freedom of speech and expression.

The principal may edit the content or prevent the dissemination of student publications, to include student newspapers, yearbooks, and announcements if:

- Dissemination of such material would reasonably lead to substantial disruption or material interference with school activities or would endanger the health or safety of students.
- The material is libelous or slanderous (statements that are inaccurate or false that injure the person by damaging his or her reputation) or that cause personal humiliation, mental anguish, and suffering, or cause other injuries.
- The material advocates the commission of a criminal act or is in itself a criminal act.
- The material is lewd, offensive, or obscene.

Students may decline to recite the Pledge of Allegiance; however, they must demonstrate proper respect for those who wish to recite the pledge and participate in flag salutes or patriotic ceremonies, and they must also demonstrate proper respect to the flags of foreign nations. Demonstrating proper respect means that they will stand respectfully while the Pledge is said or when colors are presented and national anthems played.

Materials (written, electronic, or graphic) that are displayed on school grounds are subject to scrutiny and may be prohibited by the principal. Distribution of literature, announcements, posters, bulletins, and communications by individuals not directly connected with the school shall not be permitted without the approval of the principal.

## **Religion**

M. C. Perry High School maintains a strict policy of neutrality concerning religion; the school will neither advance nor retard any religious beliefs or practices. Students must respect the rights and choices of other students to engage in the non-disruptive religious activities described below and neither ridicule nor belittle another student for religious beliefs or expression.

Students may be taught about religion as part of the curriculum when, for example, the material may include content about the history of religion, the Bible or scripture as literature, or the role of religion in the history of the United States. However, instruction on how to practice or not practice any particular religion, indoctrination in or against particular religious beliefs, and advocacy for or against any particular religious practice or set of beliefs is not permissible. Although the school may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of the holiday, the school may not observe religious holidays and religious events or promote such observance by students.

Students may express their religious beliefs in their written assignments, oral presentations, or artwork free from discrimination by faculty or other students. Teachers will judge and grade such work by ordinary academic standards of substance and relevance or other legitimate pedagogical concerns.

Students may engage in private prayer at any time in a non-disruptive manner in the same manner in which they are able to engage in other speech. The school will not encourage or discourage prayer, nor offer time for or organize prayer as part of daily school activities. Students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent that they may engage in comparable non-disruptive activities.

Students are free to speak or express their religious beliefs, but such actions are subject to the same rules applicable to any other form of speech or expression. Students enjoy the privilege of engaging, on their own, in discussions of religious ideas, views, or beliefs. The freedom to engage in religious speech or expression does not include the right to a “captive audience” or to compel other students to participate.

The principal will ensure that the school does not sponsor, endorse, promote, or discourage, student groups, clubs, or activities that are religious in nature. However, the principal may allow such groups to meet on school property as long as the school does not endorse the activity, discourage or encourage participation, or allow students to be coerced into participating.

Students may distribute religious literature to other students on the same terms as they are permitted to distribute other literature that is unrelated to the school curriculum or activities.

The principal has substantial discretion to excuse students from specific classes that are objectionable on religious grounds to the student or the student’s parents; however, the principal may require a student to remain in class when the teacher can demonstrate a

compelling reason why the student should not be excused. Teachers may prescribe suitable make-up work as a substitute for the missed class.

Students may wear items of clothing that display religious messages to the same extent that they are permitted to display other messages. Students may wear religious attire, such as yarmulkes and headscarves, during the school day or at school activities. Students may be prohibited from wearing such items if they become disruptive to the learning environment or conflict with traditional garb, such as graduation caps and gowns.

### **Search and Seizure**

Students are responsible for cooperating with law enforcement agencies in accordance with DoD and DoDEA policies, installation regulations, and host nation laws. Installation regulations and host nation laws regarding search and seizure will be used by the principal and installation provost marshal in determining the propriety of searches and seizures. Military and host nation police may search students and their lockers under laws generally applicable to search and seizure in the investigation of violations of United States or host nation criminal law. Military police may conduct health and safety inspections of the school and random anti-terrorist measures inspections, and the principal may conduct general or targeted searches of students or school property.

Students are subject to general searches through general unannounced inspections of school property to include desks, lockers, and storage spaces provided to students by the school. Students and parents are on notice that principals may undertake unannounced inspections of school spaces with the cooperation of installation military police or host nation law enforcement officials. Military police working dogs trained to sniff and detect drugs, explosives, or weapons may be used in these inspections.

When there is reasonable suspicion to believe that an individual is storing or is allowing another individual to store illegal drugs, contraband, weapons, stolen property, or other similarly prohibited items, the principal may conduct targeted searches of students and lockers. Efforts to locate the student and to have him or her present shall be made prior to the search, and a reasonable amount of time will be given for the student to arrive at the location of the search. When searching a student or the student's locker, the principal will advise him or her of the circumstances justifying the search and seizure. Searches of a student's person may only be made by an authorized school official of the same sex as the student being searched and in the presence of another school official. During searches of lockers or other personal property, the principal will open and search in the presence of a witness and examine the contents; every reasonable effort will be made to locate the student and have him or her present during the search.

The principal may confiscate any stolen items or items that are specifically prohibited by law or school policy. The student shall be given a receipt for any confiscated items and parents shall be notified. School officials or installation military police will keep the confiscated items until their utility, as evidence, has been exhausted.

## **School Records**

The Privacy Act affords each student the right to expect that the school will maintain accurate official student records. These records contain official information pertinent to the student's educational history.

Students and their parents have access to their school records in the Main Office; however, no records may be removed from the school. Students under eighteen years of age may have access to their records restricted by their parents. Students over eighteen years of age have access to and jurisdiction over their school records. In the case of a student whose parents are divorced, both parents may access their student's records unless a court order explicitly restricts access or denies custody to one of the parents. The guidance counselor is available to assist any student or parent to interpret the contents of school records.

Privacy of students' records is the responsibility of the school. Access to a student's record is restricted to the student, the parents, and persons with a "need to know" for the execution of their professional duties. Student records may be released within the Department of Defense on a need to know basis under the terms of the DoDDS Privacy Act Systems Notice. Student records can also be released within the school (teachers, counselors, or the nurse) when the release is necessary for the general education of the student. Persons other than authorized school personnel may not have access to school records without permission of the student and parent. Student records may be released without the permission of the student or parent when requested by an authorized investigative agency. Official school records will be released to investigative agencies when the principal receives a written request from the senior investigative official supervising the investigation that outlines the purpose and scope of the investigation. Accurate accounting will be kept of all disclosures, and neither parents nor students have a right to be advised of disclosures to investigative agencies without the authorization of the investigative agency concerned.

Students and parents have the right to challenge any information contained in a school record that is considered to be of questionable validity and to enter into the school record a statement of their reasons for the challenge. Students and parents have the responsibility for periodically reviewing the student record to determine the accuracy, completeness, timeliness, and relevance of the contents and to request corrections.

## **School and Community Social Services/Medical/Family Advocacy**

Students and parents have a responsibility for informing the school of specific medical problems affecting a student. School officials have a concurrent responsibility to identify students who may be in need of social or family services or medical interventions and report their observations and conclusions of needs to responsible military authorities. School officials will protect the confidentiality of students who request information about social, family, or medical services to the extent compatible with legal obligations to report certain types of behaviors (i.e., suspected child abuse/child neglect) or medical conditions that present a threat to the health or safety of other students or the community to military authorities.

## **Counselor and Nurse Confidentiality**

Students are encouraged to discuss their personal concerns with the school counselor and school nurse. These professionals have a responsibility to assist student in resolving problems. Communications between a student and counselor or nurse are usually afforded the protection associated with sensitive, personal information. However, the counselor and the nurse have legal obligations to disclose certain information, such as suspected child abuse, to responsible military and civilian authorities, and conduct or behaviors that may threaten the health or safety of other students may also be grounds for disclosure.

## **Student Council**

M. C. Perry High School Student Council exists to provide all students a voice in school affairs through a representative system of student government. Student Council must represent the interests of students in a cooperative effort with the school administration by addressing school-related issues of mutual concern.

Students are encouraged to utilize their Student Council to question, examine, or discuss any issues relating to the school environment or to the policies, practices, proposals, or authority of the school. School personnel will respond to responsible Student Council inquiries with a timely, direct, and reasonable response

## **Student Grievances**

Students who believe that conditions of the school or decisions made by the faculty or staff are not in their best interests may present grievances to the faculty or the principal. The school faculty and principal shall be available or schedule appointments to meet with students to discuss grievances. If a student is not satisfied that a grievance previously presented to a member of the faculty or the principal has not been resolved satisfactorily, the student can request a meeting with principal, which the parents may attend. The principal shall promptly inform the students and parents of the decision rendered. The student may appeal a principal's decision to the district superintendent. The appeal must be submitted in writing within two days of notification of the principal's decision; the appeal must be limited to the grievance and precisely state the reasons for dissatisfaction. Upon receipt of an appeal from a student or parent, the superintendent shall promptly review the grievance and inform the student or parent in writing of his decision within three days. The superintendent may require an additional meeting between the student, parents, and principal as part of his review of the grievance. The superintendent may lengthen the timeline and will notify all parties of any waiver. The decision of the superintendent is final.

# **DISCIPLINE**

## **General**

Management of student behavior is a responsibility shared by students, parents, the faculty and staff, and the community and consists primarily of teaching and reinforcing

positive student attitudes and behaviors. M. C. Perry High School must have a discipline policy that engages students, parents, and faculty and staff in establishing preplanned, reflective response strategies that are specifically designed and ensure that the disciplinary consequences are proportional to the seriousness of the misbehavior. Staff and faculty have the responsibility to enforce discipline on school grounds and in the classroom by teaching students that consequences flow from inappropriate behavior. Staff and faculty will utilize the full range of behavior modification techniques and administer consequences fairly.

Student conduct is subject to school disciplinary policy while:

- On school property.
- En route between school and home.
- At lunch, whether on or off campus.
- At all school-sponsored extracurricular events to include field trips, athletic events (home or away), or after hours school-related activities.
- When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions.

### **Disciplinary Committee**

M. C. Perry High School is required to have a Disciplinary Committee charged with investigating serious conduct infractions that may warrant suspensions for longer than ten days or expulsion. The committee must comprise at least three educators and community members. When the Principal decides that a student's misbehavior warrants a suspension of more than ten days or expulsion from school, the committee will make a determination as to the facts of the offense and make a recommendation, based on a majority vote, to the District Superintendent as to an appropriate punishment.

### **Discipline for Minor or First Offenses**

A student may be disciplined for minor or first offenses through various measures such as reprimands, parental conferences, grade reductions, suspension of classroom or school privileges, after-school detentions, Saturday School detentions, in-school suspensions, or other measures deemed to be appropriate by staff or faculty.

Minor offenses include any conduct that is not conducive to the good order and discipline of the school such as tardiness, unexcused absence, chewing gum, not being prepared for class, running or horseplay in the halls or classroom, cheating or lying, possessing unauthorized items at school, profanity or offensive language, minor damage to school property or materials or to the property of any other person on school grounds, disrupting class and demonstrating disrespect to the teacher and other students by talking, laughing, failing to follow directions, or wandering about the classroom when the teacher determines that such conduct is inappropriate to the classroom environment, or engaging in inappropriate conduct or behavior on a school bus. Any student sent to the office for having caused a disturbance in class will result in detention or Saturday School and parental notification

Teachers or administrators may assign after school detentions or Saturday School detentions for any of the infractions described above. Most discipline infractions will be minor and require no more than an immediate correction by a teacher or staff member. Some students, however, will fail to take corrective action and continue to commit minor infractions. More serious discipline measures, such as suspension or expulsion, will be imposed if any student engages in repeated or multiple acts of misconduct which individually might not warrant suspension or expulsion, or when the teacher or principal determines that the nature of the offense, in the context of all circumstances, warrants a more severe consequence than described above.

### **Suspension and Expulsion**

Suspension and expulsion are disciplinary consequences used to modify undesirable conduct of a student who is unreasonably disruptive to the educational environment and for whom other behavioral management techniques and disciplinary measures have proven futile, or when the student poses an immediate danger to himself or others. In-school suspension is preferred to out-of-school suspension except when the student poses a risk of injury to others.

Students who are suspended from class or school must complete all assignments, quizzes, and examinations for the period of suspension to earn credit. If the suspension period coincides with semester examinations, the Principal has the authority to defer the suspension until the start of the next semester or to authorize make-up examinations.

During the period of suspension, students are restricted from participation in extracurricular activities, athletic practices and competitions, and social functions. Prior to being allowed to resume classes, the student and parent must meet with the Principal and provide assurances that corrective action has been taken to keep the offense from being repeated.

### **Grounds for Suspension or Expulsion**

Students may be suspended or expelled from school for the following infractions:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against another person.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or any other dangerous object.
- Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or had been under the influence of any mind-altering substance. Expulsion remains an option for a first offense if the Principal so recommends, the Disciplinary Committee concludes such action is necessary and appropriate, and the District Superintendent concurs. A mandatory expulsion recommendation by the Disciplinary Committee is required for a second offense.
- Committed or attempted to commit robbery or extortion.

- Caused or attempted to cause damage to school, government, vendor, or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew, and betel.
- Committed any lewd, indecent, or obscene act or engaged in habitual profanity or vulgarity.
- Possessed or offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the authority of teachers, staff, chaperones, or other school personnel engaged in the performance of their duties.
- Gambling in any form.
- Conduct, including fighting, that endangers the well-being of others.
- Unauthorized presence in the school, on the school grounds, or on school busses or failure to leave promptly after being told to do so by any faculty or staff member or other school personnel.
- Use of any electronic communication device while at school.
- Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on race, religion, gender, creed, national origin, personal or physical attributes, disability or intellectual ability, or matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- Forgery, cheating, or plagiarism.
- Use of possession of fireworks.
- Truancy.
- Unauthorized or illegal use of or access to computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages, or to download obscene material or music files.
- Violation of any law, regulation of the military installation or school, or DoDEA policy.
- Complicity in the violation of any offense described above.

### **Grounds for Expulsion**

The principal shall recommend to the Disciplinary Committee a student's immediate expulsion from school for any of the following serious infractions:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school-related activity on or off

school grounds. Weapons are defined as: **items carried, presented, concealed, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, pellet guns, knives, razors, box or carpet cutters, slingshots, numchucks, any flailing instruments such as fighting chains, heavily studded or chain belts, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, or brandished in a manner that reasonably provokes fear.**

- A second offense for unlawful sale of any mind-altering substance.
- Making or participating in the making of a bomb threat.

### **Other Misconduct Constituting Grounds for Discipline**

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of or participate in the misconduct of others may also be disciplined as appropriate. Students should promptly report knowledge of offenses that violate laws or regulations or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so is grounds for discipline.

The Principal must notify the Air Station commander of suspensions and expulsions by forwarding a copy of the expulsion or suspension letter to the Station Inspector.

### **Procedures for Imposing Disciplinary Consequences**

**Teacher Responsibilities:** Teachers have the responsibility for disciplinary control over their classrooms. They are authorized to enforce disciplinary consequences through reprimands, conferences, extra work, detentions, or any other actions that are reasonable and not in violation of DoDEA directives.

**Principal's Authority to Suspend:** The Principal may suspend a student, including a child with disabilities when consistent with DoDEA directives, from the school for any of the reasons set forth above for no more than ten consecutive school days for a single incident of misconduct and no more than ten cumulative school days per school year.

**Informal Conference:** Prior to the exercise of any disciplinary measures, an informal conference with the student must be held. The purpose of the conference is to ensure that the proper student is being disciplined, the alleged infractions actually occurred, and the student knows why he or she is being disciplined. The teacher or Principal will advise the student why disciplinary action is being taken against the student, summarize the information on which the teacher or Principal is relying on to conclude that the accused student committed the infraction, and afford the student an opportunity to explain their behavior, especially when the consequence may be suspension, by presenting evidence that supports the student's explanation or establishes that the infraction was not committed.

**Student and Parental Notification:** When a student is assigned detention or Saturday School detention, the student will be given a letter that informs them of the date, time, and location of detention or Saturday School detention, and parents will receive an email with the detention letter included as an attachment. If the disciplinary infraction is serious enough to merit a suspension, parents will be called and asked to come to school for an immediate conference. Suspension letters will be provided to the parent, with a copy provided to the Station Commander. If a student is absent from an assigned detention or Saturday School, more severe disciplinary consequences will ensue.

**Prohibition on Corporal Punishment:** Corporal punishment, which is defined as the intentional use of physical force upon a student as punishment for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student, is strictly forbidden. Non-violent intervention techniques may be used, as necessary, to protect students or staff members.

## School Rules

### **General**

A safe and secure learning environment through the judicious application of school rules must exist if learning is to occur. Good order and discipline are important components to a safe and secure learning environment. School rules apply while at school and at all extracurricular activities and while on any form of transportation to or from an extracurricular activity. Three cameras that also record conversations monitor all behavior on busses.

Teachers may establish their own classroom rules in their course syllabi, and students are expected to obey these rules as well.

### **School Rules**

- Under no circumstances are any types of weapons or items that can be used as a weapon allowed at school. These include firearms, pellet guns, replica firearms, knives, explosives, or other dangerous objects of no reasonable use to the student that can cause harm to others. Possession of any of these items on the school campus will result in expulsion from school.
- Fighting, horseplay, play fighting, or scuffling are prohibited and can result in suspension from school.
- Behavior that infringes on the safety or physical or mental well-being of another student will not be tolerated. No student is allowed to bully, harass or intimidate another student through words or actions. Prohibited behaviors include direct

- physical contact such as hitting or shoving, verbal assaults such as teasing, name-calling, or spreading rumors, and social isolation or manipulation.
- Any form of academic dishonesty will result in a grade of zero for the test, quiz, or assignment, and a Saturday School detention for the first offense. Repeated offenses will result in more serious disciplinary measures.
  - Vandalism of school property is strictly prohibited. Any damage done to any school property will be reported to the Base Inspector for command action and monetary restitution for damages.
  - All electronic devices, such as cell phones, music players, cameras, electronic games, or beepers, are not allowed to be used at school. If visible in school, they will be confiscated and returned only to a parent or guardian. Any electronic device confiscated will result in a Saturday School detention. The school assumes no liability for valuable electronic devices that are brought to school and are lost or stolen. Music players and electronic games may be used during lunch on campus.
  - Bicycles and scooters may not be used on school grounds; skateboards are not allowed at school.
  - Public displays of affection (except for hand-holding) are not allowed on campus.
  - Eating and drinking are not allowed in the hallways before, between, or after classes. Food from the Food Court is not allowed into the building after lunch. Teachers set policy regarding food and drinks in their classroom, and it may vary from teacher to teacher.

### **School Dress Code**

Students and parents must realize that the serious purpose of school attendance is to earn an education. Students are expected to dress with that purpose in mind and to take pride in their appearance and in their educational development. Students are responsible for ensuring that their clothing and personal appearance is clean and appropriate. Neither clothing nor appearance may create a health, sanitation, or safety hazard, violate any reasonable requirement for a specific course or activity, or cause disruption to the educational process or learning environment.

Students are expected to dress appropriately in a way that is consistent with a serious learning environment and does not interfere with the educational performance of other students.

These examples are not all inclusive; the principal or assistant principal will exercise subjective judgment in determining whether clothing, footwear, or personal appearance is acceptable and in good taste in an academic environment. Students who wear inappropriate clothing to school will be detained in the office until a parent or guardian brings replacement clothing that meets the requirements of the dress code.

Please refer to posted visuals in the school building for clarification on dress code requirements.

Inappropriate clothing includes:

- Tank tops/muscle shirts/shirts with sleeves removed/military issue green or white undershirts, or any undershirts designed to be worn as an undergarment.
- Shirts that expose the midriff and cleavage.
- Shirts with spaghetti straps must be 2 inches in width.
- Shirts with profane, offensive, provocative, or negative pictures, images or references to drugs, alcohol, sex, tobacco, violence, religion, or ethnicity.
- See-through clothing.
- Pants/jeans/shorts must be worn at the natural waistline with a belt.
- Short shorts or skirts (below the fingertips when standing straight with arms extended along the side).
- Military issue shower shoes.
- Pajamas, slippers, or any type of sleepwear.
- Head-coverings (hats, hoods, bandanas, sunglasses, etc).
- Clothing with excessive holes, rips, or tears.
- Chains, including wallet chains.
- Body piercings that pose a safety risk.

### **Daily Schedule**

Classes begin at 0750 and end at 1430, Monday - Friday. No students, except seniors, may enter the building prior to 0745 unless in possession of a pass from a teacher. Students may enter the cafeteria or the library prior to 0745 but must enter through the outside doors to those two rooms and remain in those rooms until the first bell rings.

When the bell rings at 1430 students are dismissed. Unless actively engaged in a school activity under the direct supervision of a teacher, students are to leave school grounds at 1445 when the final bell rings.

Classroom Schedule			
A Day		B Day	
A1	0750-0915	B1	0750-0915
A2	0920-1045	B2	0920-1045
A3	1050-1215	B3	1050-1215
Lunch	1215-1300	Lunch	1215-1300
A4	1305-1430	B4	1305-1430

### **Tardiness**

Students have five minutes to change classes and are expected to be in the classroom when the tardy bell rings. The following consequences for unexcused tardies will occur:

<b>Unexcused Tardy Consequences</b>
-------------------------------------

Number	Consequences
3	60 minutes detention
4	120 minutes detention
5	Saturday School
6+	1 day suspension for each tardy

Tardies are cumulative for the quarter. At the beginning of each quarter, students will start with a clean slate.

### **Sign-In/Sign-Out Procedures**

In order to properly supervise students, no student can leave school or be released from school without parental permission. Students who leave the building at any time during school hours, except for lunch for grades 9-12, are required to be signed out by a parent/guardian in the Main Office. Students cannot be released to other adults unless the parent authorizes a third party release retained on file in the Main Office.

Any student who leaves school without being signed out is considered truant and is subject to disciplinary measures, even if the parent excuses them the following day.

### **Hall Conduct**

Students are to conduct themselves in a respectful and orderly manner and refrain from yelling and screaming when passing between classes. Students out of class and in the hall for any reason while classes are in session must have a hall pass issued by a teacher. Any adult in the building may make a request to have a student identify himself by name or produce a hall pass; any refusal to provide a name will result in an immediate in-school suspension. Students are expected to use the restroom while passing between classes. Teachers establish individual policies for allowing students to leave the classroom for restroom visits during class time.

### **Visitors**

All visitors to M. C. Perry High School must sign in at the Main Office and receive a Visitor's Badge, which must be worn at all times while in the school. Any student who wishes to bring a visitor to school for educational purposes must complete a Visitor's Request Form at least two days prior to the date of the planned visit; requests will be reviewed by the Principal and approved or disapproved on a case-by-case basis.

### **Computer and Internet Use Agreement**

The use of the school's computer technology and network access to the World Wide Web is designed for educational purposes, and access to all available resources through the Internet supports the school's curriculum. Students must sign a Student Computer and Internet Access Agreement on computer use before authorization to use school computers

is granted and a password is assigned. Students may access only authorized sites on school computers, they may not add or delete programs or change the desktop of any computer, and they may not access personal web sites or accounts, personal email accounts, chat rooms, proxy servers/sites, peer to peer (P2P) networks/sites or gaming sites. Downloading any music or video files and storing them on a school computer or in a student account is strictly prohibited; federal copyright laws are enforced on government computer systems.

Students are responsible for the contents of any removable portable media, which includes thumb drives, CD's, portable hard drives, or any other hardware/software that can be connected to school computers. No pornographic material, music, or video files downloaded illegally from external sources should be on removable portable media attached to a school computer.

Students are responsible for their computer account and should protect its security by not revealing the password to anyone.

Computer privileges are not a right, and any abuse of these privileges through a violation of restrictions or security procedures will result in a suspension of a student's access to school computers and assignment to a Saturday School detention. Multiple violations of the Computer and Internet Access Agreement will result in increasingly punitive disciplinary measures up to and including permanent revocation of computer access and long-term suspension.

The suspension of computer privileges is no excuse for not being able to complete any assignments requiring computer access.

### **Textbooks**

Textbooks are furnished to students for their use. Textbooks and other equipment represent a major financial investment of scarce school resources; therefore, students are accountable for all issued textbooks. Any textbooks lost or damaged must be replaced by ordering a new textbook from on-line vendors using the correct ISBN number.

### **Lockers**

Students are furnished lockers to store textbooks, class materials, and coats. Gym lockers are also furnished to store physical education clothing. Lockers should be locked at all times to prevent thefts of school or private property. Lockers are school property and may be searched at any time without the consent of students.

Students are not to share their locker with other students. Students may personalize the inside of their locker by taping pictures to inside surfaces that do not show when the locker is closed. They may not have obscene pictures or drawings and will be asked to remove anything in a locker that is not proper or in good taste. Students may not write, paint, mark, or place stickers on any part of their locker. Unlike the tape mentioned above, these materials or markings are difficult, if not impossible, to remove.

## **Cafeteria**

Lunch is scheduled for all students from 1215 to 1300. All 7<sup>th</sup> and 8<sup>th</sup> grade students must remain on campus during lunch. During lunch hours, students must remain in the cafeteria until 1230. At 1230 students may leave the cafeteria and go to the gym, courtyard, or information center. Students may not be inside the building or on the elementary school grounds during lunch hours.

The Marine Corps Community Service (MCCS) operates the school lunch program. Students may pay cash in the cafeteria at the time they purchase lunch, or they may put money on their account with the Cafeteria Manager.

Students are expected to display good manners during lunch. Lunch trays and trash must be disposed of properly, and students are expected to comply with instructions from lunchroom monitors or cafeteria workers.

## **Personal Property**

Students are responsible for the personal property they bring to school. While the faculty and staff strive to provide a safe, secure environment, a guarantee cannot be extended for the security of every item of personal property at all times of the day. Teachers will provide specific instructions for what students may bring to their rooms. Backpacks are allowed at school but not always in the classrooms. Large sums of money or valuable items should not be brought to school and most certainly should not be left in unattended backpacks or unlocked lockers. The school cannot be held liable for valuable personal property that is brought to school and lost or stolen, nor can the school assign staff members to investigate thefts of personal property left unattended.

## **Medications**

Students may not take any prescription or over-the-counter medications in school, including Tylenol, aspirin, or cough syrups. If medications are necessary, only the school nurse may administer them at school.

## **Elevator**

Students with medical conditions that necessitate using the elevator must notify the Principal for approval.

## **Telephones**

Students needing to make an emergency phone call during the school day must have their planner hall pass signed by their teacher to go to the Main Office. Students can then use the phone in the Main Office to place their call. Calls on the school phone are limited to 2 minutes.

## **Cellular Phones**

Parents may wish their child to carry a cellular telephone for safety and security reasons, but because of their potential for disruption in classrooms, students may not use cell phones during school hours (0745-1430) anywhere inside school or on school grounds. Students may have cell phones in their possession but they must remain turned off and out of sight. Cell phones will be confiscated if they are seen during the school day because they will be assumed to be in use if they are in sight; each confiscation will result in a Saturday School Detention. Parents may pick up cell phones that have been confiscated in the Main Office.

If parents need to leave a message for a student, parents are encouraged to call the Main Office, where the office staff will ensure that the message is delivered. Students should not receive phone calls on their cell phones from parents or family members during school hours.

## **Discipline Consequences Matrix**

Discipline is a shared responsibility between faculty and administration, and it must be administered with consistency and fairness. Teachers are required to have classroom rules delineated in the syllabus for each class, and they must be enforced with consequences for infractions. Some classroom infractions will be minor, and the consequences earned for those infractions must be served after school in the classroom with that teacher. Other infractions of a more serious nature must be referred to administration for consequences.

A discipline policy must be reflective of the need for subjective judgment regarding the nature of the infraction and the student committing the infraction. That subjectivity is more appropriate for classroom discipline, while certain infractions need to be dealt with in a more objective manner through a matrix of standard consequences that increase in severity. Teachers are encouraged to handle as much discipline consequences as they can; however, certain disciplinary infractions should be immediately referred to administration. The below matrix outlines the disciplinary infractions and consequences used to administer discipline.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Dangerous weapon	Expulsion		
Drugs/Inhalants	10 day suspension	Expulsion	
Alcohol	5 day suspension	10 day expulsion	Expulsion
Fighting	5 day suspension	10 day suspension	Expulsion
Robbery/Stealing	5 day suspension	10 day suspension	Expulsion
Bullying	5 day suspension	10 day suspension	Expulsion
Tobacco	Saturday School	5 day suspension	10 day suspension
Truancy	Saturday School	5 day suspension	10 day suspension
Gambling	Saturday School	5 day suspension	10 day suspension

Vandalism	Saturday School	5 day suspension	10 day suspension
Mistreatment	Saturday School	2 day suspension	5 day suspension
Disrespect to a teacher	Saturday School	2 day suspension	5 day suspension
Failure to serve detention	Saturday School	2 day suspension	5 day suspension
Electronic device	Saturday School	Saturday School	5 day suspension
Disruption in class	Saturday School	Saturday School	5 day suspension
Profanity/Vulgarity	Saturday School	Saturday School	5 day suspension
Plagiarism/Cheating	0/Saturday School	0/Saturday School	0/Saturday School
Computer use agreement	1 week use suspension	2 week use suspension	4 week use suspension
	Saturday School	Saturday School	Saturday School
Tardy (Beginning with the 3 <sup>rd</sup> tardy)	60 min detention	90 min detention	Saturday School
Dress code	60 min detention	90 min detention	Saturday School
Public display of affection	60 min detention	90 min detention	Saturday School
Food/Drink/Gum	60 min detention	90 min detention	Saturday School

This matrix is a guideline for disciplinary consequences. The school administration may use subjective judgment in determining deviations from the prescribed consequences and may award more serious punishment.

## Athletics

### **General**

Athletics complement the school's mission in that they contribute to the academic and social development of students and provide an environment within the school to encourage success in extracurricular activities. A well-administered athletic program is an integral part of the curriculum of a school and should enhance the mental, physical, and emotional growth of each participant. Athletic participation is a valuable educational experience that directly complements academic performance and prepares students for continuous learning and productive citizenship.

The foundation of the Matthew C. Perry High School athletic program is set on the principles of sportsmanship, teamwork, and loyalty. Students, parents, faculty, and coaches should value athletic competition because it promotes the development of character and seeks to instill in students the universal values of respect, responsibility, integrity, and fairness. A well-administered athletic program, where all involved function as a team, fosters sportsmanship, loyalty, and a sense of purpose, and contributes to the personal growth of athletes by maximizing student growth and achievement.

### **Athletic Philosophy**

Matthew C. Perry athletics play a vital role in the life of the school and community. Athletic participation must reflect the values of sportsmanship, teamwork, and loyalty, and every effort must be made to achieve victory with honor.

- Winning is Important: Winning is important and trying to win is essential. Without the passionate pursuit of victory, much of the enjoyment, as well as the educational and spiritual value, of sports will be lost. Sports programs should not trivialize winning or the desire to win. To dismiss victory by saying, “It’s only a game” can be disrespectful to athletes and coaches who devote their time and energy to being the best they can be in the pursuit of individual and team victories, records, championships, and medals. The greatest value of sports is its ability to enhance and uplift the character of participants and spectators.
- Ethical Principles are Essential to Winning: The best strategy to improve sports is not to deemphasize winning but to more vigorously emphasize that adherence to ethical standards and sportsmanship in the honorable pursuit of victory is essential to winning in its true sense. It is one thing to be declared a winner; it is quite another to really win in the right way.
- Victory Must Be Achieved With Honor: Cheating and bad sportsmanship are not options. They rob victory of real meaning and subvert the integrity of athletics and sportsmanship. Victories attained in dishonorable ways are hollow and degrade the principles of teamwork, loyalty, and sportsmanship and reflect poorly on the character of the athletes and coach.

### **General Policy**

Participating in athletics at M. C. Perry High School is a privilege that is extended to all students who wish to practice and compete as a member of a team. Athletes assume responsibilities to their school and to their teammates when they choose to play sports at M. C. Perry High School and participate within interscholastic activities guidelines mandated by the Department of Defense Dependents Schools (DoDDS) Japan District. M. C. Perry High School students are representatives of their country, its military services, and their school while traveling to other locations in the Pacific region and competing against DoDDS schools, international schools, and Japanese schools. The highest standards of sportsmanship, conduct, and decorum are expected of athletes.

The primary goal of athletic participation at M. C. Perry High School is to develop the athletic talents, physical skills, and emotional maturation of students as members of a team. Winning is important because success is measured by results, but effort and sportsmanship are also important and a balance must be maintained between winning, effort, and sportsmanship in measuring the success of a team or the athletic program.

Athletes are selected for teams based on their athletic talent, physical skills, and emotional maturity. No player is guaranteed a specified or equal amount of playing time; the best players will play the most. However, athletes at M. C. Perry High School must understand that winning and losing are a team effort- no single player is responsible for winning a game and no single player is responsible for losing a game. Every practice and every game is a team effort.

M. C. Perry High School fields teams in baseball, girls’ volleyball, and boys’ and girls’

tennis, cross country, basketball, and soccer. Students must be in grades 9-12 and be less than 19 years of age by 1 September to participate in athletics.

### **Athletic Department Funding**

The athletic program is funded through the school's general budget, with the principal determining the amount allocated to athletics. These funds are provided for athletic equipment, supplies, and uniforms. Teams do not receive a set portion of the budget; the funds are centrally managed, with the athletic director and coaches recommending funding priorities to the principal.

The level of funding that the athletic program receives is insufficient to adequately support athletic teams. Equipment that should be replaced on a yearly basis, such as balls, bats, scorebooks, and athletic letters and pins must be purchased every year. That leaves little, if any, money in the athletic budget to purchase more expensive items such as uniforms or major pieces of equipment; therefore, uniforms and team equipment may need to be purchased through fundraising efforts by the athletic director, coaches, and teams.

The accountability and care of athletic equipment and uniforms is extremely important to ensure that these expensive items last as long as possible.

### **Parental Involvement**

Parental support is a vital component to the athletic program at M. C. Perry High School. Parents support coaches by ensuring that their children maintain athletic eligibility and attend practice, and they support their children by being a visible presence at games. If children are punished by permanently removing them from a team or temporarily from a weekend of competition, that action affects the entire team. While no one questions a parent's right to punish their child, the commitment an athlete makes to his coach and teammates should be considered when making a judgment on consequences for poor behavior or academic performance.

Parents are held to the same standards of conduct and sportsmanship as student athletes. The Player-Parent-Coach Contract clarifies expectations for parental behavior at athletic events.

A parents' meeting must be held by the team coach before the first weekend of scheduled competition to disseminate information on the policies and administrative procedures of athletic participation and to complete the required forms necessary for team membership.

Students may not compete as a member of the team if a parent or legal guardian does not attend the parents' meeting or schedule a meeting with the coach.

### **Eligibility**

Students must maintain academic eligibility to participate in athletics. Academic eligibility is determined by grade point average (GPA) or number of failing courses. If a student has less than a 2.0 GPA or more than one F, that student is academically ineligible to compete in scheduled games.

Academic eligibility is determined on a weekly basis; grade checks are completed each Tuesday, and if an athlete is ineligible, the period of ineligibility lasts from Wednesday through Tuesday of the next week.

Three instances of academic ineligibility will result in the loss of the athletic letter and may result in dismissal from the team. The Athletic Lettering Policy must be signed by students and parents as acknowledgement of the consequences of academic ineligibility.

A student declared ineligible is allowed to practice but cannot dress in uniform for home games until regaining eligibility.

Coaches and parents should monitor the academic progress of players on a weekly basis. Coaches may make special arrangements or arrange academic interventions with other faculty to assist students in improving academic progress and earning better grades; however, it is the responsibility of parents and students to maintain academic eligibility.

### **Attendance Prior to Events**

A student must attend at least two full periods of the school day on the day of competition or the full school day immediately prior if the competition is on a weekend, holiday, or the last full school day prior to the team traveling.

### **Transportation**

Transportation to away competitions against DoDDS schools, international schools, or Japanese schools is provided by DoDDS at no expense to the student. Transportation may take the form of bus, airplane, train, or ferry depending on the location of the away competition.

Students must be prompt for scheduled departures; they also need to have their dependent ID card for all travel and their passport if traveling to a foreign country.

Once a team arrives at another military base or school, transportation is not provided by the host school to the location of the athletic competition. Nearly all fields and courts are within reasonable walking distance; if the distance is unreasonable, the host school will arrange local transportation to the competition site. Athletes must be prepared to walk to exchanges and food courts, and they should be prepared to walk in inclement weather by bringing umbrellas, warm coats, and rain wear.

### **Billeting/Meals**

Students may be billeted in school gyms if base billeting is unavailable. Students should be prepared to sleep on gym or classroom floors; although most schools provide gym mats, students should bring air mattresses, sleeping bags, and pillows.

If base billeting is available, students are responsible for their portion of the cost of their room and for the cost to repair vandalism or replace towels and sheets. The cost of all meals is also the responsibility of students.

### **Standards of Appearance**

Students are representatives of America, its military services, and our school when they participate in athletics and travel in a foreign country. The manner in which athletes dress when they travel is important to the school; to ensure that our teams represent themselves, their school, and their country in a respectful manner, a dress code is mandatory. When traveling to competitions, male students will wear a school blazer, a shirt and tie with dress slacks, a belt, and dress shoes. Female students will wear skirts or dress slacks with shirts or blouses that have sleeves. Blue jeans, shorts, tee-shirts, sweats, and athletic shoes are not allowed, nor will anything be worn on the head.

The principal may make minor adjustments to the dress code for overnight bus trips to Tokyo.

If teams decide to purchase a team warm-up suit, it may be worn for bus travel on a case-by-case basis as determined by the principal; the warm-up suit may not be worn on trains or airplanes.

### **Standards of Conduct**

Students who have been selected to represent M.C. Perry High School as members of athletic teams are expected to behave as responsible and sensible young adults. A student's conduct both at school and in the community should always be above reproach, and certain standards of conduct must be adhered to.

Students and parents must sign the Interscholastic Activities Code of Conduct and the Team Policy Letter acknowledging conduct expectations and prohibited behaviors. The Athletic Advisory Council exists to adjudicate serious conduct infractions and to provide students or parents a means to contest dismissal from a team. Written appeals of dismissal must outline the extenuating circumstances and be submitted to the assistant principal within twenty-four hours of the action being taken. The council will consist of the athletic director, three coaches, one teacher, one parent, and one student, with the assistant principal as a non-voting observer; the student, parents, and any other advocates to speak on behalf of the student can be present during the meeting of the council. The council will review the situation, deliberate in private, and make a recommendation for disciplinary action to the principal, which may include dismissal or suspension from the team and loss of the privilege of participating in future school activities.

## **Physicals and Medical Power of Attorney**

Athletes must have a physical examination prior to participating in any sport; the school nurse will retain the signed physical form. The physical examination form must be signed and dated by a physician. The physical examination remains current for one year.

Parents must sign an Authorization for Medical Care of Dependent; this form provides coaches medical power of attorney and allows them to have athletes treated for injuries at away competitions.

## **Lettering Policy**

The award of a varsity letter is an accomplishment that athletes earn through dedication and hard work, and it recognizes athletes who have kept their commitments to the team throughout the season.

The following requirements are established to earn a varsity letter:

- The athlete may not have more than two weeks of academic ineligibility.
- The athlete must finish the season in good standing as defined in the team policy letter.
- All uniforms and equipment must be returned or reimbursement made.

# **EMERGENCY INFORMATION AND PROCEDURES**

## **Building Security**

The first chimes of the morning at 0745 permit students to enter the building for morning classes. Students may not enter the building before 0745 unless they are a senior, have received permission from a teacher to come to a classroom, or work or study in the Library. During lunch, students may remain in the cafeteria or in the library; the rest of the school buildings are off limits, except for seniors, until the chimes sound at 1300 for the start of the afternoon class. At the end of the school day when the chimes sound at 1430, students must leave the building and school grounds within fifteen minutes. Students who remain at school involved in an activity must be under the direct supervision of a teacher at all times and when the activity ends are to immediately leave the building. Students on school grounds after 1445 are the responsibility of parents; the school is not responsible for their safety.

## **Emergency Contact Information**

In the case of emergencies, the following information must be on file in the Main Office for each student: home telephone number; work phone numbers for parents; and home/work phone numbers of two individuals who are designated in the absence of parents as emergency contacts to assume responsibility in the case of illness or serious injury.

## **Emergency Closure Procedures**

Only the Air Station Commander can authorize the emergency closure of school. If school is closed for an emergency, the Principal will be notified and Armed Forces Network will broadcast the news of emergency closure.

When notified of an emergency closure, students will be immediately released to go home. Teachers will remain on duty in their class until all students have departed school.

## **Fire and Emergency Evacuation Procedures**

An emergency evacuation is required at any time the fire alarm bell rings. Classroom teachers are responsible for the conduct of students during any emergency evacuation. Teachers will give their class instruction on emergency evacuations and the seriousness and value of periodic evacuation drills.

During an emergency evacuation, classes will evacuate classrooms in an orderly manner by turning off lights, closing windows, and turning off lights. Teachers will ensure that all students are out of the classroom and then lead the class to a designated assembly area where students will be accounted for before reporting all students present. Students should join the nearest class or leave by the nearest exit if not in their classroom when the evacuation alarm sounds and report to a teacher in the closest assembly area. Students must conduct themselves in a manner to ensure their safety and the safety of those around them and follow the directions of teachers or emergency response personnel at all times. When emergency response personnel have determined that the building is safe to enter, the all clear signal will be given and classes may return to their classrooms.

Emergency evacuation drills are scheduled once per month and they take precedence over any other activity in progress

Fire and emergency equipment is placed throughout the school building for the protection and safety of students and staff. Any student tampering with any fire and emergency equipment will face disciplinary measures.

## **First Aid and Health Services**

Health services, to include first aid, health education, and drug and sex education are provided by the school nurse.

The school nurse can render first aid for students who become ill or are injured at school and will notify parents of the need to send a student home that is too sick to remain at school. A student will be sent home for any of the following symptoms: a fever greater than 100\*; chills; vomiting; nausea; diarrhea; inflamed or watery eyes; continuous coughing or a runny nose; lethargy; unusual pallor; or any condition that prevents the student from concentrating or participating in regular classroom activity.

Any student with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, pink eye, or impetigo will be sent home and must remain home until the period of contagiousness is over. Students with contagious illnesses such as pink eye, ringworm, or pinworm may return to school once prescribed drops or ointments are given

Any student with head lice will be sent home and classmates checked for evidence of head lice. Students must be treated lice hair shampoo and be nit free as documented by a doctor or the school nurse before being allowed to return to school.

### **Medications**

Parents should administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be given to the school nurse in the original container, properly labeled by the physician or pharmacy, stating the name of the student, the medication, the dosage, and current date. Prior to administering any prescription or over-the-counter medication, the physician and parent must complete and sign a permission for medication form.

For students who might have severe allergic reactions and have a prescribed epinephrine kit or for students who might have severe asthma attacks and have prescribed inhalers, an extra kit or inhaler should be kept by the school nurse in case of an emergency.

All medications should be retrieved from the school nurse at the end of the school year; any medications not retrieved will be disposed of.